

Syllabus

Course Number: COM151

National College

Revised 08-26-13

COM151: The Microsoft Office

Credit Hours: 4

Prerequisites: PRE080, if applicable

Course Description

This is an introductory course that provides a comprehensive study of The Microsoft Office. This course is a combination of lecture and hands-on training.

Instructor Contact Information

Instructor Name	Gerard Arthus
Instructor Email	Garthus801@gmail.com
Instructor Phone	Home 574-217-8726 Cell 631-335-5250

Course Length

The college evaluates each course in terms of quarter hours of credit. One unit of credit is usually equivalent to a minimum of ten academic instruction hours of lecture and examination, twenty hours of skill development, or thirty hours of externship, or a combination of the three. An academic instructional hour is fifty minutes.

This class will meet for the equivalent of a minimum of 55 instructional hours or as otherwise scheduled by the college and at least in conformance with this minimum and the Syllabus. As specified by the Method of Instruction section of this Outline, the instructor will ensure that the total class sessions presented consist of a minimum of 27.5 direct faculty instruction hours and a maximum of 27.5 appropriate classroom activity hours.

All course offerings require outside preparation time, which is approximately two hours per lecture instructional hour and/or one hour per skill development instructional hour, depending on the background, interest, abilities, and motivation of the individual student.

Course Objectives

Microsoft Outlook 2013

Students will open Outlook and display and edit the calendar.

Students will schedule appointments using the Outlook calendar.

Students will schedule a meeting in Outlook.

Students will add a contact and learn how to edit and search contacts and appointments.

Computer Literacy

Students will define terms dealing with computers in general, memory, networks, Internet, and software.

Students will describe different types of computers, input devices, output devices, and processors.

Students will learn to navigate around the Windows 7 operating system.

Students will be introduced to file management.

Students will use features of Internet Explorer to navigate and use the Internet.

Students will be able to use features that are common to all applications in Microsoft Office 2013.

Microsoft Word 2013

Students will create a document.

Students will correct spelling and grammar.

Students will use AutoCorrect.

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Students will be introduced to various methods of moving inside a document.
Students will save a document.
Students will be introduced to various methods of selecting text.
Students will move text within a document.
Students will use Find and Replace.
Students will create lists.
Students will format by changing margins, line spacing, text alignment, and fonts and their attributes.
Students will use and edit shapes within their document.
Students will learn new techniques to review, polish and publish documents.

Microsoft Excel 2013

Students will create a spreadsheet.
Students will practice various methods of selecting ranges.
Students will move ranges of data.
Students will use formulas and functions.
Students will insert and delete rows and columns.
Students will use copying and pasting to duplicate formulas.
Students will work with charts.
Students use themes to format a spreadsheet.

Microsoft Access 2013

Students will create a database, tables and forms.
Students will print a table.
Students will create a form.
Students will describe the guidelines involved in designing a database.

Microsoft PowerPoint 2013

Students will use different views of an existing presentation.
Students will modify an existing presentation by editing text, deleting, adding and moving slides.
Students will edit graphics.
Students will create a table slide.
Students will create a presentation using design themes.
Students will add animation to their presentation.
Students will use text boxes.

Gradebook

A student's performance in this course will be evaluated using a variety of factors listed below. Instructors must use a minimum of three (**homework, tests and a final exam are required**), and it is recommended that instructors use all five of the areas in your evaluation.

The exact weight to be given to any particular area is determined by the instructor and will normally fall within the ranges listed below.

Area	Percentage for this Course	Suggested Range
Final Exam	25%	20 – 25%
Tests	30%	20 – 40%

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Homework	15%	10 – 15%
Project/Research Paper	20%	20 – 25%
Class Participation	10%	10 – 15%
TOTAL	100%	

Letter Grade	Points	Explanation
A	94-100	Excellent
B	84-93	Above Average
C	74-83	Average
D	64-73	Below Average
F	63 & Below	Failure

Textbook & Instructional Material

Muir, Nancy and Verno, Anita. *Guidelines for Microsoft Office 2013*. Minnesota: Paradigm, 2013.
Headphones or ear buds are required for listening segments.

Paradigm provides an Instructor's Resource DVD containing the Instructor's Manual, Exam View Computerized Test Bank, and PowerPoint presentation slides.

SNAP 2013 Training and Assessment will be available for online training and/or testing.

Online assistance for students and instructors is found at www.emcp.net/guidelines.

Course Outline

Term: 147

Class Date: Week 1 – 10 July 2014 Chapter 1: <i>Managing Your Time with Microsoft Outlook 2013</i>	Homework Due Date: <u>Due by the end of the next week.</u>
In Class Activities <u>Do all of the Hands-on Labs in this week's chapters.</u> <u>Do the quiz and the discussion forum posted on the Course Web-site for this week.</u> <u>Document and record all work with appropriate screenshots (Using Greenshot screen-capture software; or the Snagit feature in Windows 7) and clear, concise, and understandable wording. Complete these assignments in a tutorial type format as if you were explaining the materials to someone who was unfamiliar with the information</u>	Homework <u>Do Homework for this week as listed on the Course Web-site for each Chapter in the Assigned Textbook.</u>

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Class Date: <u>Week 2 – 17 July 2014</u> Module 1: <i>Computing Essentials</i>	Homework Due Date: <u>Due by the end of the next week.</u>
In Class Activities	Homework
<p><u>Do all of the Hands-on Labs in this week's chapters.</u></p> <p><u>Do the quiz and the discussion forum posted on the Course Web-site for this week.</u></p> <p><u>Document and record all work with appropriate screenshots (Using Greenshot screen-capture software; or the Snagit feature in Windows 7) and clear, concise, and understandable wording. Complete these assignments in a tutorial type format as if you were explaining the materials to someone who was unfamiliar with the information</u></p>	<p><u>Do Homework for this week as listed on the Course Web-site for each Chapter in the Assigned Textbook.</u></p>
Class Date: <u>Week 3 – 24 July 2014</u> Module 2: <i>Microsoft Windows 7</i>	Homework Due Date: <u>Due by the end of the next week.</u>
In Class Activities	Homework
<p><u>Do all of the Hands-on Labs in this week's chapters.</u></p> <p><u>Do the quiz and the discussion forum posted on the Course Web-site for this week.</u></p> <p><u>Document and record all work with appropriate screenshots (Using Greenshot screen-capture software; or the Snagit feature in Windows 7) and clear, concise, and understandable wording. Complete these assignments in a tutorial type format as if you were explaining the materials to someone who was unfamiliar with the information</u></p>	<p><u>Do Homework for this week as listed on the Course Web-site for each Chapter in the Assigned Textbook.</u></p>

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Class Date: Week 4 – 31 July 2014 Module 3: <i>Internet Basics</i>	Homework Due Date: <u>Due by the end of the next week.</u>
In Class Activities	Homework
<p><u>Do all of the Hands-on Labs in this week's chapters.</u></p> <p><u>Do the quiz and the discussion forum posted on the Course Web-site for this week.</u></p> <p><u>Document and record all work with appropriate screenshots (Using Greenshot screen-capture software; or the Snagit feature in Windows 7) and clear, concise, and understandable wording. Complete these assignments in a tutorial type format as if you were explaining the materials to someone who was unfamiliar with the information</u></p>	<p><u>Do Homework for this week as listed on the Course Web-site for each Chapter in the Assigned Textbook.</u></p>
Class Date: Week 5 – 07 August 2014 Module 4: <i>Microsoft Office 2013 Suite Overview</i>	Homework Due Date: <u>Due by the end of the next week.</u>
In Class Activities	Homework
<p><u>Do all of the Hands-on Labs in this week's chapters.</u></p> <p><u>Do the quiz and the discussion forum posted on the Course Web-site for this week.</u></p> <p><u>Document and record all work with appropriate screenshots (Using Greenshot screen-capture software; or the Snagit feature in Windows 7) and clear, concise, and understandable wording. Complete these assignments in a tutorial type format as if you were explaining the materials to someone who was unfamiliar with the information</u></p>	<p><u>Do Homework for this week as listed on the Course Web-site for each Chapter in the Assigned Textbook.</u></p>

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Class Date: <u>Week 6 – 14 August 2014</u> Module 5: <i>Microsoft Word 2013</i>	Homework Due Date: <u>Due by the end of the next week.</u>
In Class Activities	Homework
<p><u>Do all of the Hands-on Labs in this week's chapters.</u></p> <p><u>Do the quiz and the discussion forum posted on the Course Web-site for this week.</u></p> <p><u>Document and record all work with appropriate screenshots (Using Greenshot screen-capture software; or the Snagit feature in Windows 7) and clear, concise, and understandable wording. Complete these assignments in a tutorial type format as if you were explaining the materials to someone who was unfamiliar with the information</u></p>	<p><u>Do Homework for this week as listed on the Course Web-site for each Chapter in the Assigned Textbook.</u></p>
Class Date: <u>Week 7 – 21 August 2014</u> Module 6: <i>Microsoft Excel 2013</i>	Homework Due Date: <u>Due by the end of the next week.</u>
In Class Activities	Homework
<p><u>Do all of the Hands-on Labs in this week's chapters.</u></p> <p><u>Do the quiz and the discussion forum posted on the Course Web-site for this week.</u></p> <p><u>Document and record all work with appropriate screenshots (Using Greenshot screen-capture software; or the Snagit feature in Windows 7) and clear, concise, and understandable wording. Complete these assignments in a tutorial type format as if you were explaining the materials to someone who was unfamiliar with the information</u></p>	<p><u>Do Homework for this week as listed on the Course Web-site for each Chapter in the Assigned Textbook.</u></p>

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Class Date: <u>Week 8 – 28 August 2014</u> Module 7: <i>Microsoft Access 2013</i>	Homework Due Date: <u>Due by the end of the next week.</u>
In Class Activities <u>Do all of the Hands-on Labs in this week's chapters.</u> <u>Do the quiz and the discussion forum posted on the Course Web-site for this week.</u> <u>Document and record all work with appropriate screenshots (Using Greenshot screen-capture software; or the Snagit feature in Windows 7) and clear, concise, and understandable wording. Complete these assignments in a tutorial type format as if you were explaining the materials to someone who was unfamiliar with the information</u>	Homework <u>Do Homework for this week as listed on the Course Web-site for each Chapter in the Assigned Textbook.</u>
Class Date: <u>Week 9 – 04 September 2014</u> Module 8: <i>Microsoft PowerPoint 2013</i>	Homework Due Date: <u>Due by the end of the next week.</u>
In Class Activities <u>Do all of the Hands-on Labs in this week's chapters.</u> <u>Do the quiz and the discussion forum posted on the Course Web-site for this week.</u> <u>Document and record all work with appropriate screenshots (Using Greenshot screen-capture software; or the Snagit feature in Windows 7) and clear, concise, and understandable wording. Complete these assignments in a tutorial type format as if you were explaining the materials to someone who was unfamiliar with the information</u>	Homework <u>Do Homework for this week as listed on the Course Web-site for each Chapter in the Assigned Textbook.</u>

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Class Date: Week 9 – 04 September 2014 Virtual Library Orientation and Review of Office 2013	
<u>Do all of the Hands-on Labs in this week's chapters.</u> <u>Do the quiz and the discussion forum posted on the Course Web-site for this week.</u> <u>Document and record all work with appropriate screenshots (Using Greenshot screen-capture software; or the Snagit feature in Windows 7) and clear, concise, and understandable wording. Complete these assignments in a tutorial type format as if you were explaining the materials to someone who was unfamiliar with the information</u>	<u>Do Homework for this week as listed on the Course Web-site for each Chapter in the Assigned Textbook.</u>

This course has an in-class final exam. Final exam date: 11 September 2014.

Additional Final Exam Information:

Method of Instruction

Instructional techniques must be appropriate, and at a collegiate level, to the specific goals and objectives cited above. Students and instructors must have a clear understanding of the goals and time requirements of this course, the nature of the course context, and method of evaluation.

This course has two distinct but related instructional phases. The first component constitutes a minimum of 27.5 direct faculty instruction hours. This component is the lecture series and provides instruction in theory, principles or practices of the course. The second component constitutes a maximum of 27.5 appropriate classroom activity hours. This component is the skill development phase of the course and provides students the opportunity to apply knowledge gained in the lecture series. Method of instruction must fulfill the intended learner outcomes and competencies stated in the course goals and objectives and are appropriate to the capabilities of the students. For career oriented courses, the instructor must demonstrate that an effective relationship exists between curricular content and current practices in the field.

Additional Class Notes

Go to <http://www.openeducation.org/moodle> to use the Web-Assisted site for this course. Quizzes and discussion forums will be completed on-line at this site. This site will have a detailed explanation of all of the course requirements, materials, readings, videos.